

161—3.6(216) Notice of the complaint. After jurisdictional review and within 20 days of receipt of the complaint, the executive director or designee shall serve the first named respondent with a copy of the complaint by certified mail. If the first named respondent on a complaint is not a governmental entity, service of a true copy on the first named respondent shall be by certified mail. A letter of acknowledgment shall advise the complainant of the right to withdraw the complaint and sue in the appropriate district court according to Iowa Code section 216.16.